

Session 4: Module 1 - Introduction to CGS	
FINAL	
Description	Text
1. Introduction	Welcome to M-SPIRIT Session 4: Certification Guided Script, of the M-SPIRIT Required Online Training presented by the Montana Department of Public Health and Human Services WIC Program.
2. Duration	Session #4 should take 90 minutes to complete all of its modules.
3. Overview	Session 4 is the first of three sessions that will focus on the Certification Guided Script, or CGS.
4. Overview1	The modules in this session will provide a detailed review of the main CGS screen, Demographics, Income Eligibility and Health Information and their corresponding tabs in the Participant Folder.
5. Objectives1	By the end of all of the modules in Session #4, you will be able to:
	Understand the difference between the Certification Guided Script and the Participant Folder;
	Recognize and use the information provided by the Certification History tab in the Participant Folder;
	Initiate the certification process and recognize when a certification can be started.
	Complete information in the Demographics screen;
6. Objectives2	You will also be able to determine and document income eligibility and understand how income is saved for household members;
	Assess and record health information;
	and create a link between mother and infant records.
7. Start	Certification Guided Script, or CGS, Part 1.
8. CGS	The Certification Guided Script or CGS is the section of the Participant Folder where you assess a participant's eligibility for the WIC Program through the certification process.
9. <cgs>	Let's search for the DUCKLING family again. Go ahead and search by their last name.
10. <cgs1>	<no script>
11. <cgs2>	We've reviewed the icons in previous sessions. Did you notice that you cannot start a certification from the Participant List screen?
	The Certification Guided Script, or CGS, is only available in the Participant Folder.
	Generally, it is a good practice to take a look at the details available for the participant before opening the Participant Folder.
	We are going to open Yellow Duckling's folder. Click on Yellow in the list.

Session 4: Module 1 - Introduction to CGS	
FINAL	
Description	Text
12. <cgs3>	Now let's take a look at Yellow's certification information.
13. <cgs3A>	Notice Yellow's certification is valid from 6/25/2012 until 10/31/2012 (remember, we VOC certified him in the last session).
	Today's date is 6/15/2012, which means his certification period has just begun.
	Let's open his folder anyway.
14. <cgs4>	Once the Participant Folder is opened, there are two different ways to open the CGS.
	You can open the CGS via the Participant Activities menu. Go ahead and click on it...
15. <cgs5>	...and the Certification option is near the top of the list.
16. <cgs6>	However, the Certification icon, which looks like a certificate, is the fastest way to open the CGS.
17. <cgs7>	We cannot start a certification for an infant or child until their certification end date is less than 45 days away.
18. <cgs8>	Since Yellow Duckling has just started his certification period the certification icon is grayed out.
19. <cgs9>	Let's close Yellow Duckling's folder.
20. <cgs10>	We are going to look up a participant we have only prescreened so far and needs to be certified.
	This time, instead of using the Clear button, which resets everything back to the default settings, we are just going to highlight DUCKLING, delete it, and type FLOWER into the field.
21. <cgs11A>	Press the Delete key on your keyboard.
22. <cgs12>	Type FLOWER into the Last name field. Then press the Enter key or click the Search button.
23. <cgs13>	Highlight ROSIE FLOWERS on the list.
24. <cgs14>	Let's take a look at her certification information.
25. <cgs15>	Since Rosie has only been prescreened, all of her Certification information displays N/A.
	Go ahead and open Rosie's folder.
26. <cgs16>	Click on the Certification icon.
27. <cgs17>	The verification message opens and reads: "Do you want to start a certification attempt for the participant?"

Session 4: Module 1 - Introduction to CGS	
FINAL	
Description	Text
	Click Yes to open the CGS.
28. <cgs18>	The CGS opens on top of the Participant Folder.
29. CGS1	The different sections of the CGS mostly correspond to the tabs in the Participant Folder.
	While the Participant Folders displays the participant record the CGS is only used to assess a participant's program eligibility.
30. <cgs38>	
	The Participant Folder cannot be closed as long as the CGS is open.
	You can close the CGS before it is completed in numerous different ways.
	But remember, never use the X to close any M-SPIRIT window!
	You can use the Close Certification icon.
31. <cgs41>	Or there is a menu option. Click the Guided Script menu.
	The Close Certification option also closes the CGS.
	The Guided Script menu is another way to open the different sections of the CGS that are listed on its main screen.
32. <cgs41A>	The other options in the menu will be reviewed later in Session 6.
	<no script>
33. CGS5	It is very important that you enter all information into the CGS and NOT the Participant Folder when a participant is due for certification
	In some instances, if information required to complete the cert is entered into the participant folder, you will not be able to complete the certification without performing a work-around.
	In M-SPIRIT, you can only enter one record per date and all information required for a certification must be recorded with a certification date. The only way this occurs is if it is entered via the CGS.
34. CGS6	When a record is saved in the CGS, the system records the staff member logged into the computer at the time the record was saved.
	It is essential that you always enter information only into the computer you are logged into in order to maintain accurate records of certification activities performed by you and other staff.

Session 4: Module 1 - Introduction to CGS	
FINAL	
Description	Text
	The staff ID associated with a saved record and the date and time the record was saved are all displayed in the Certification History tab in the Participant Folder, which again, will be reviewed in Session 6.
35. <cgs42>	The main screen of the CGS displays a checklist of certification activities.
	The activities should be performed in the order they are listed as often as is possible.
	Since M-SPIRIT is a web application, each section is opened by clicking the link and not the checkbox.
36. CGS7	The checkboxes are not a reliable indicator that an activity has been completed. Once a screen is entered into and exited out of, the checkbox is checked, even if the information is not completed.
	For instance, in Demographics, you can receive a checkmark even if you don't complete the participant's income eligibility.
	On screens that have a cancel button, if the cancel button is used to exit the screen, the checkmark will not display.
37. <cgs43>	The Household Member Information section of the CGS screen displays the High Risk checkbox, which is always disabled and is view-only.
	The Issuance, Education and Education Method default based on your clinic's settings and can be changed in the CPA Determined Follow-up section of the CGS.
	The Risk Factor/Description table displays risk factors that are assigned during the CGS by either the system or the CPA.
38. Questions	Do you have any questions about what we just reviewed? If so, please submit them via the M-SPIRIT Frequently Asked Questions forum on the Montana WIC website.